

ORDINANCE NO. 2013-11-18

An Ordinance Establishing Business Registration Requirements for the City of Crown Point

WHEREAS, it has been determined that the Police, Fire, and Building Departments of the City of Crown Point are in need of a comprehensive list of business owners and business landlords in order to facilitate the public safety and inspection functions of those departments; and

WHEREAS, the various City departments have determined the scope of the information required to carry out the various department functions safely and efficiently; and

WHEREAS, the compilation of the desired information is accomplished best by having a system of business registration in place for all businesses operating a location within the City; and

WHEREAS, a uniform business registration ordinance will ensure that all businesses are treated equally; and

NOW THEREFORE, be it hereby ordained by the Common Council of the City of Crown Point as follows:

Sec. 1. Persons subject to registration requirement.

Any person, partnership, corporation or other business entity (collectively referred to as “business” herein) with a location in the City of Crown Point shall be required to register their business with the City of Crown Point if by themselves or through an agent, employee or partner, at a location in the City of Crown Point, they hold themselves out as being engaged in a business or occupation; or solicit patronage therefore, actively or passively; or perform or attempt to perform any part of such business or occupation. The registration requirement of this ordinance does not apply to residential landlords.

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Sec. 2. Registration Procedure.

Information for the registration required by this ordinance shall be made in writing to the City Clerk-Treasurers office on the form provided for that purpose. Each registration shall contain the following information:

- (A). Business name.
- (B). Business telephone number.
- (C). Business owner's full legal name..
- (D). Business owner's full legal address.
- (E). Business owner's telephone number.
- (F). Building owner's full legal name.
- (G). Building owner's full legal address.
- (H). Building owner's telephone number.
- (I). Full name and telephone number of any emergency key-holders.
- (J). Full legal name and address of the resident agent for any corporate business owner or any corporate building owner.
- (K). Description of the type of business.
- (L). Alarm company name and telephone number.
- (M). Description of any potential hazards to public safety personnel such as guard dogs, hazardous materials, flammable liquids, ammunition, explosives, etc.

The City reserves the right to request additional information as reasonably necessary for the purpose of this ordinance.

Sec. 3. Forms

Forms for this registration shall be available in the Clerk-Treasurer's office and returned to the Clerk-Treasures Office upon completion by the business.

Sec. 4. Depository For Registrations

Upon the receipt of a registration, the Clerk-Treasurer shall forward the registration to the Department of Planning and Building. The registrations shall be kept on file by the Department of Planning and Building.

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Sec. 5. Time For Registration.

- A. All businesses, as described in Section 1, operating in the City at the time this ordinance becomes effective shall submit a completed registration form not later than March 1, 2014. No fee shall be required for a timely registration
- B. Any business, as described in Section 1, that begins operation in the City shall register, as required by this ordinance, within thirty (30) days of first commencing operation. No fee shall be required for a timely registration
- C. Any business that has registered as required by this ordinance and then changes ownership, shall submit a new registration within thirty (30) days. No fee shall be required for a timely registration

Sec. 6. Late Registration.

- A. All businesses existing at the time this ordinance becomes effective shall be required to register not later than March 1, 2014.. Any such business subject to the March 1, 2014, deadline for registration that fails to meet the March 1, 2014, deadline, shall be subject to the penalties as described in Section 10.
- B. Any business subject to a new business registration requirement pursuant to Section 5. B. of this ordinance that fails to register as required shall be subject to the penalties as described in Section 10.
- C. Any business that has previously registered and then changes ownership and that fails to register pursuant to Section 5. C. of this ordinance shall be subject to the penalties as described in Section 10.

Sec. 7. Duty To Update And Amend Registration.

A registration shall be updated and amended anytime there is a change in the required information under Section 2. This shall be done by giving written notice of any changes in the required information to the City Department of Planning and Building on the form provided for that purpose.

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Sec. 8. Building and premises to comply with City regulations.

No registration shall be issued for the conduct of any business and no permit shall be issued for any thing or act if the premises and building to be used for the purpose do not fully comply with the zoning, fire code, and other requirements of the City and the Indiana Code.

Sec. 9. Change of location of business.

The location of any business for which a registration has been filed may be changed, provided that thirty (30) days prior written notice thereof is given to the Department of Planning and Building.

Sec. 10. Enforcement and Penalties.

Any person or business entity required to register by this ordinance that is not in compliance with these registration requirements shall be subject to a fine of \$100.00 for each day of non-compliance. A person or business entity shall be considered not in compliance if the person or business entity has received a written notice or citation from the City advising of the non-compliance and has not cured the non-compliance within ten (10) days by the filing of an appropriate completed registration form with the Clerk-Treasurer's office. A person or business entity shall be considered not in compliance if their registration contains any false statements or misrepresentations.

Sec. 11. Effective Date.

This ordinance shall be in full force and effect upon its passage and adoption and all other ordinances or resolutions in conflict therewith are hereby amended by reference.

PASSED and ADOPTED this _____ day of _____, 2013.

DAVID URAN, Mayor, Presiding Officer

ATTEST:

Patti Olson, IAMC/CMC Clerk-Treasurer

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Presented by me to David Uran, Mayor of the City of Crown Point, Indiana,
this _____, day of _____, 2013, at _____ p.m.

Patti Olson, IAMC/CMC Clerk-Treasurer

Approved, signed and returned by me to the Common Council of the City of Crown
Point, Indiana, this _____ day of _____, 2013.

DAVID URAN, Mayor